



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

TURA Meeting
Thursday, January 28th, 2010
5:30 P.M.

Board Members present:

Don Hurd: Chairman; Suzanne Weber: Vice-Chair; Aaron Zimmerman; Carolyn Decker; Alene Allen

Board Members absent:

Sean Lambert

Staff Present:

Mark Gervasi: City Manager; Debbi Reeves: Administrative Assistant

Guests/Public:

Liane Welch: Tillamook County Road Department; Mark Labhart: Tillamook County Commissioner; Steve Forster: City Councilor; Gus Meyer

Chairman Don Hurd called the meeting to order at 5:30 P.M. **Hurd** asked **Reeves** to do the roll call of the board members.

Chair Hurd asked **Mark Labhart** and **Liane Welch** from Tillamook County to join the board at the table. **Commissioner Labhart** introduced himself as well as **Liane Welch** the County Public Works Director and explained they were in attendance for preliminary discussion to improve 3rd Street which is currently a county road.

Commissioner Labhart proceeded to review and explain a proposal presented to partnership Tillamook County, Tillamook City and TURA for improvements to 3rd Street in Tillamook. A draft proposal was presented for review and discussion and is included in the record. **Labhart** and **Welch** went over the proposal and answered questions of the TURA board. **Labhart** explained he was not speaking on behalf of the other county commissioners and the project would have to go before them and the city council in order to move forward. **Welch** explained the funding options and what the county would propose and what the TURA's role might be. There was discussion of the scope of the project, phases of the project, funding ideas, drainage and other details of the draft proposal. **Labhart** will bring up the project to the county commissioners at their February 8th, 2010 meeting for discussion. He also explained the Road Advisory Committee would need to review the proposal. **Labhart** and **Welch** explained that in order to start the project TURA would need to consider funding the engineering costs as the county does not have the money to begin the process. There was more discussion.

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City Administrator: Mark Gervasi, Staff: Debbi Reeves

- **Weber** made a motion to approve the proposal for partnership between TURA, City of Tillamook and Tillamook County regarding the improvements to 3rd Street from Pine Avenue to Wilson River Loop Road and for the TURA to approve spending \$164,000 for engineering and design costs. The motion was seconded by **Allen**. **Hurd** asked for further discussion. There was discussion about additional costs which can be addressed later if necessary. With no further discussion **Hurd** called for the vote. Ayes were received by all board members present and the motion passed unanimously.

Labhart and **Welch** thanked the board and will be back in contact then excused themselves from the meeting. There will be a joint work session planned. The board discussed the drainage issues associated with 3rd Street and concerns about working outside the urban renewal district if drainage had to be diverted. Gervasi will discuss the proposal with the council.

Weber asked **Gervasi** if the City had addressed the issue of Bi-Mart looking at property at the Port of Tillamook Bay. Gervasi mentioned it was on the agenda for the February 1st city council meeting. There was discussion of Bi-Mart locating inside the city and the possibilities of the **Zweifel** property on 3rd Street. **Gervasi** has discussed locations with Bi-Mart on several occasions in the past and will address it again.

Hurd asked if the minutes from the January 14th, 2010 meeting had been read by the board and were ready for approval.

- **Weber** made a motion to approve the minutes of the January 14th, 2010 meeting as printed. The motion was seconded by **Decker**. Ayes were received by all members present and the motion passed unanimously.

There were no bills presented for payment at this time and no financial report from the bookkeepers. There was an list of checks disbursed by the contact committee since the last TURA meeting included in the meeting packet.

Hurd asked the board how TURA should finance the \$164,000 engineering costs. He has spoken with **Diane Burkhart** of TLC Federal Credit Union (TLC FCU) and she suggested a Line of Credit (LOC). Interest costs would be paid each month. If additional funds are needed on a project, an LOC can be increased. **Hurd** thought a joint workshop with City Council should be setup as soon as possible. **Gervasi** will put together a meeting. **Zimmerman** wondered about the percentage amount which the urban renewal district could be increased and if the **Zweifel** property might be a potential opportunity site for the TURA. **Gervasi** will find out how much of an increase could possibly be done. He explained the urban renewal district was limited to 25% of the city area and the TURA district is currently at approximately 23%.

Hurd opened the meeting for Public Concerns. **Gus Meyer** introduced himself to the

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board and proceeded to explain his thoughts on how the TURA could possibly play a role in getting the utility wiring underground at the same time ODOT works on the Hwy 101/ OR 6 Project. The proposal from ODOT is to widen Main Street and he would like to see the utility lines placed underground at that time. There was a discussion about PUD's role in an underground project and the possibility that grant funding could also be obtained. **Hurd** will speak with PUD regarding this issue.

The Streetscapes Committee will consist of **Tom Connaughton**, **Ken Phillips**, **Carolyn Decker** and **Alene Allen**. **Connaughton** would like to have a meeting on February 9th, 2010 at the Rendezvous Restaurant in their meeting room. **Reeves** will post a meeting notice and notify the committee.

Hurd asked **Reeves** to explain the situation with the mailing address on the bank statements. She explained the banks require a motion from the board to change the address to City Hall. Once the addresses are changed she will get copies of statements to the accountants monthly. At this time the accountant gets the originals and they bring over copies for the TURA files. The originals should be mailed to City Hall.

- **Hurd** made a motion to instruct **Reeves** to notify the banks to change the mailing address on the TLC Federal Credit Union accounts and the US Bank accounts to City Hall, 210 Laurel Avenue, Tillamook, OR 97141. **Weber** seconded the motion. **Hurd** called for the vote and ayes were received by all board members present. The motion passed unanimously.

Reeves then explained that US Bank had no way to restrict access for online banking for her and the accountants. The only way to have restrictive access to the checking account was to have any additional people, authorized by the board, sign the signature card held at the branch and then have restrictions placed. **Reeves** explained that online banking would still be the easiest way to monitor the balance in the account, checks clearing and transfer of funds from the state pool account. **Zimmerman** asked if the auditors could be contacted and asked if from an auditing standpoint there could be a legal reason not to allow online banking. **Reeves** will contact the auditors and get a recommendation from them.

Reeves sent a letter to the **Hoquarton Park Committee** as instructed by the board regarding their lighting proposal but there has been no response back. A copy of the letter is included in the meeting packet.

Zimmerman had drafted a letter to the **Dixon's** regarding their building on 1st Street. **Hurd** asked **Zimmerman** to send the letter.

Hurd reported on the **Janac** project and gave **Reeves** receipts as requested by the Contract Committee. **Hurd** reported **Janac** said there were no liens on the building. The electrical work is being done and the sheetrock will be next. There was a discussion of timelines and the project in general. **Zimmerman** asked if the permits for

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boring under the street had been done. Not as far as anyone knew. **Hurd** will talk with **Janac** and stress that the board would like the permits obtained. There was a discussion about costs and whether the project would be completed by the March 1st deadline. The cost of the exhaust system for food vendors was discussed. There was discussion about the Public Market. **Hurd** mentioned the amount of money left on the **Janac** contract amount is approximately \$10,000 which is \$7300 for materials and \$2700 for fire suppression.

Hurd, **Janac** and an engineer **Janac** knows looked at the 1st Street parking lots. The engineer thought the lots could be completed from approximately \$4900 per lot. The engineer had not seen the list of standard present by the City Planner and included in the meeting packet. The board discussed the parking lot project.

There were no board concerns.

Hurd will be at the City Council meeting on February 1st and report to them on the 3rd Street Project. The board discussed parking issues on 3rd Street which they thought could be addressed in the partnership. **Zimmerman** would also like crosswalks, bike lanes and lighting addressed.

With no further business, next meeting date of February 11th, 2010 was announced. The meeting was adjourned by **Hurd** at 7:05 pm.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman